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ABSTRACT

The materials contained in this annotated bibliography include films, slide shows, information resources, evaluation materials, sample workshop formats, and guidelines for sex-fair and race-fair materials and group activities. The bibliography is divided into four sections: (1) "General Resources" includes readings in sex role stereotyping, curriculum review, laws on equal education and affirmative action, and general handbooks on how to combat sexism in the educational system; (2) "Materials and Media" lists works for evaluating textbooks and supplementary materials for sexism and racism, guidelines on how to create more positive images, and critical reports on texts and supplementary materials currently available in classrooms and libraries; (3) "Affirmative Action" includes works on writing and monitoring affirmative action plans, on assessing employment practices, on conducting a workshop on employment practices, and on where to find resources on affirmative action; and (4) "Counseling and Human Relations" lists materials which will assist counselors in reexamining their attitudes toward male and female roles, the changing family structure and work world, and in developing counseling procedures free of sex and race bias with an emphasis on sex-fair career information. (Author/EB)

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SOURCEBOOK FOR SEX EQUALITY IN-SERVICE TRAINING

AN ANNOTATED LISTING OF MATERIALS AND MEDIA FOR AFFIRMATIVE ACTION IN-SERVICE TRAINING

MARYLIN A. HULME
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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INTRODUCTION

The Training Institute for Sex Desegregation of the Public Schools, of the Division of Continuing Education, Rutgers, The State University of New Jersey, is a Title IV grant institute funded by the Department of Health, Education and Welfare to conduct workshops on affirmative action and sex bias so that school personnel will be better able to implement the equal educational opportunity laws of both New Jersey and the United States. Especially important to such workshops is the training of school personnel, who in turn can pass on techniques and information on affirmative action to personnel in their own districts. In New Jersey such in-service training in affirmative action is required by the state equal education regulations.

The purpose of this selected, annotated bibliography is to make known to educators, workshop leaders, and teachers those materials, both print and non-print, which will assist them in creating an informative, helpful, and interesting workshop for staff. The materials range from films, slide shows and various other information sources to evaluation materials, sample workshop formats, guidelines for sex- and race-fair materials, and group activities.

The bibliography is divided into four sections: General Resources; Materials and Media; Affirmative Action; and Counseling and Human Relations.

General Resources: includes readings in sex role stereotyping, curriculum review, laws on equal education and affirmative action, and general handbooks on how to combat sexism in the educational system.

Materials and Media: lists works for evaluating textbooks and supplementary materials for sexism and racism, guidelines on how to create more positive images, critical reports on texts and supplementary materials currently available in classrooms and libraries. Materials relating to specific curriculum subject areas have been omitted as being too specific for the scope of this bibliography.

Affirmative Action: includes works on writing and monitoring affirmative action plans, on assessing employment practices, on how to run a workshop on employment practices, and where to find resources on affirmative action.

Counseling and Human Relations: lists those materials which will assist counselors to reexamine their attitudes toward male and female roles, the changing family structure, and work world, and how to develop counseling procedures free of sex and race bias with an emphasis on sex-fair career information.

All of the materials listed are in the Resource Center of the Training Institute for Sex Desegregation and may be consulted or borrowed by educators.

I

GENERAL RESOURCES

AFFIRMATIVE ACTION FOR WOMEN: A PRACTICAL GUIDE FOR WOMEN AND MANAGEMENT. Dorothy Jongeward and Dru Scott. Reading, MA., Addison-Wesley, 1975. 334 p. illus, bibliog. pap. $5.95.
Contains practical information on equal opportunities for women, the laws, status of women, special problems of minorities; strategies for change include affirmative action seminars on working women, sexist language, and implementation of affirmative action laws for organizations.

BEYOND SEX ROLES. Alice G. Sargent. St. Paul, West Publishing, 1977. 489 p. illus, index, bibliog. pap.
This workbook consists of exercises and readings aimed at developing both self-awareness and interpersonal skills. It can be used by an individual seeking self-awareness or by a group holding a two-hour session or extended workshop. The second half of the book is composed of essays on personal, interpersonal, and social issues.

CHALLENGING SEX DISCRIMINATION: TRAINING MODULES. Gail M. Resnik. Ann Arbor, MI., University of Michigan School of Education, 1975. 69 p. bibliog. pap.
A kit consisting of three modules designed to build teachers' skills in combating sex discrimination. For in-service training at elementary and secondary levels, but adaptable for community use as well.

CHANGING IMAGES. University of California Extension Division, Berkeley, California. 16 mm. sound film; approximately 25 minutes.
A description of a unit in an elementary class in which the children explore career possibilities and sex role stereotypes. For staff development.

CHANGING SEXIST PRACTICES IN THE CLASSROOM. Marjorie Stern, ed. Washington, D.C., Women's Rights Committee, American Federation of Teachers, n.d. 74 p.
Articles and exercises for both staff and students' use as consciousness raisers. The first part of book is a collection of essays on women's roles and the second half consists of practical suggestions for countering sexism in the classroom, including quizzes, projects, course outlines, etc. For all grades.

COMPETITIVE ATHLETICS: IN SEARCH OF EQUAL OPPORTUNITY. Margaret Dunkle. Washington, D.C., Resource Center on Sex Roles in Education, n.d. 178 p. bibliog. pap. $4.50.
Outlines a process by which institutions can evaluate their programs for sex bias; includes a list of sources of relevant information within the institution such as job descriptions, facilities, scheduling of games etc. which must be examined to ensure equality of opportunity. Assessment sheets provided are particularly helpful.

CRACKING THE GLASS SLIPPER: PEER'S GUIDE TO ENDING SEX BIAS IN YOUR SCHOOLS. Washington, D.C., Project on Equal Education Rights, 1977. kit.
This kit explains the law, describes what to look at in the school system and how to get answers: an excellent guide to what should be happening in the schools under Title IX, but probably is not. For administrators, school board members, and parents and any other person concerned with the elimination of bias in the school systems.

EQUAL RIGHTS: AN INTERGROUP EDUCATION CURRICULUM. Harrisburg, Pennsylvania Department of Education, Office of Civil Rights, 1974. 258 p. pap.
These lesson plans for all sections of the curriculum have been prepared from a viewpoint of equal rights and affirmative action; they can be used at all grade levels. Because the focus here is on the development of a preventive attack against causes of prejudice, this book contains some worthwhile activities that seek to encourage critical thinking about one's beliefs.

THE EVE OF CHANGE. Westinghouse Learning Press, 1973. 6 filmstrips with tape cassettes.
This filmstrip series covers many facets of sex discrimination. Some of the topics are: discrimination in education, problems of discrimination in employment, homemaking as a career for both men and women, stewardesses and discrimination, changing attitudes toward marriage, the problems and benefits of the working wife, and discrimination in the banking and financial world. Grade level: 7-12, and staff development.

THE FABLE OF HE AND SHE. New York, Learning Corporation of America, 1976. 16 mm. sound film; approximately 10 minutes.
A cartoon describing a mythical society, with stereotyped sex roles. Good discussion opener. For all ages and levels.

FEMALE STUDIES VIII: DO-IT-YOURSELF: WOMEN'S STUDIES. Sarah Slavin Schramm, ed. Pittsburgh, KNOW, 1975. 221 p. pap.
An uneven but interesting collection of feminist articles, each with a different focus. Some topics treated: literature in the preschool, sexism in vocational education, a feminist social studies unit, female mobility. Extensive list of reference books.

FREE TO BE ... YOU AND ME. New York, McGraw-Hill, 1975. 6 filmstrips with cassettes; related games and activities plus poster. A multi-media package taken from the television show, book and record of the same name (both book and record are also available at the Institute). This is probably the best set of materials for elementary children to explore their feelings and beliefs concerning sex roles and to begin to see new nonsexist, nonracist, humanistic values and options.

GROWING UP HUMAN: A FOUR-SESSION COURSE ON SEX-ROLE STEREOTYPING. Boston, Unitarian Universalist Women's Federation, 1974. loose-leaf in folder. $3.50.
This four-session course for grades 8-12 explores the extent to which children's literature, toys, games and imaginative play, television and media, and the schools contribute to sex role stereotyping.

HANDBOOK FOR WORKSHOPS ON SEX EQUALITY IN EDUCATION. Mary Ellen Verheyden-Hilliard. Washington, D.C., American Personnel and Guidance Association, 1976. 80 p. bibliog. pap.
This useful compilation of activities, resources, law and regulations is intended to assist teachers and community members plan and run workshops on sex equality in education.

INTERVENTION STRATEGIES FOR CHANGING SEX ROLE STEREOTYPES. Eileen Nickerson and others. Dubuque, Iowa, Kendall/Hunt, 1975. 94 p. pap.
This excellent workbook contains many diverse exercises for making students and teachers aware of sex role stereotyping in many areas; includes counseling and guidance, common sayings, cultural bias, media and materials, personal values. Good bibliography and film resource list.

MALE AND FEMALE ROLES. Chicago, Globe Filmstrips, 1975. 6 filmstrips with 6 cassette tapes.
The topics covered are stereotypes, what they are, how they evolved, how they are learned, and the current views on stereotypes and sex roles. Grade level: 7-12, staff development.

MAN AND WOMAN: MYTHS AND STEREOTYPES. The Center for Humanities, 1975. 2 Kodak slide carousels and cassettes and records, approximately 30 minutes.
Using paintings, photography, theater and movie scripts, and popular music, these sets describe how our views of men and women developed in western culture and how these stereotypes are changing today. Grade level: 9-adult.

MASCULINITY. Tarrytown, N.Y., Schloat Productions, 1976. 4 filmstrips with 3 cassette tapes.
This set explores concepts of masculinity and femininity through a general discussion, an enactment of a situation concerning sex roles, and a silent filmstrip of images. Grade level: 8-12, and staff development.

MASCULINITY AND FEMININITY. New York, Guidance Associates, 1969.
2 filmstrips with cassettes.
Part I presents a case history of a couple who have reversed roles (she is the worker, he the homemaker) in order to discuss sex roles and stereotypes. Part II deals with traditional sex roles and sex-assigned tasks in other cultures with emphasis on cultural and biological influences.

NON-SEXIST EDUCATION FOR YOUNG CHILDREN: A PRACTICAL GUIDE. Barbara Sprung. New York, Citation Press, 1975. 115 p. bibliog. pap. $3.25.
Ideas for creating nonsexist environments, strategies for involving parents, and suggestions for incorporating a broader view of the family, jobs, the human body, etc. into early education programs. Includes resource list of games, filmstrips, books for both young children and adults.

RE-EDUCATION OF WOMEN AND MEN: CREATING NEW RELATIONSHIPS. Center for Humanities, 1976. 2 carousels and records or tapes.
Each carousel investigates different areas of sex role differences, dating, success and achievement, psychological studies concerning sex roles. Grade: 8-12, staff development.

SELF-STUDY GUIDE TO SEXISM IN SCHOOLS. Harrisburg, Pennsylvania Department of Education, 1975. 64 p. bibliog. pap.
This document sets forth guidelines for monitoring sexism in various components of education: curriculum, instructional materials, library, staff and school environment. Materials include Federal and state laws governing sex discrimination in schools.

SEX DISCRIMINATION IN THE SELECTION OF SCHOOL DISTRICT ADMINISTRATORS. Doris M. Timpano and Louise W. Knight. Washington, D.C., National Institute of Education, 1976. 65 p. bibliog. pap. (NIE papers in Education and Work, 3).
Surveys position and status of women in administrative posts in education, and suggests strategies for those who wish to secure administrative positions.

SEX ROLE DEVELOPMENT. New York, McGraw-Hill Films, 1974. 23 minutes, color, 16 mm. film.
Description of the development of sex roles and two approaches toward ending sex-role stereotyping: through child rearing practices and through the development of a nonsexist curriculum in a nursery school. Grades 9-12, staff development.

SEX ROLE STEREOTYPES: TEACHER'S GUIDE. Sandy Daitch and others. Watertown, MA., 1975. 60 p. pap.
Some interesting activities to help create awareness of sex stereotyping for elementary and secondary grades. Includes a section on jobs, with chart on a historical perspective on occupations.

SEX-ROLE STEREOTYPES REVISITED: PSYCHOLOGICAL APPROACHES TO WOMEN'S STUDIES. Rhoda Kesler Unger. New York, Harper & Row, 1975. 53 p. bibliog. pap.
High school unit designed to query and redefine stereotypes; shows how stereotyping affects social relationships. Good delineation of basic sex role research. Questions and exercises for students.

SEX ROLE STEREOTYPING IN THE SCHOOL: A REVIEW OF THE LITERATURE. Norman, OK., University of Oklahoma Sex Discrimination Institute, 1976. 70 p. bibliog. pap.
Reviews the literature from 1965 - 1975 on sexism in schools, K-12; covers the school as environment, textbooks, curriculum, counseling, and extra-curricular activities.

SEXISM: TEACHERS AND YOUNG CHILDREN. Shirley Rausher and Teresa Young, eds. New York, Early Childhood Education Council, 1974. 33 p. bibliog. pap. $1.00.
Presents some of the problems related to sexism in the classroom, and offers practical suggestions to encourage instructional innovation in dealing with them. Useful annotated resource list of books, materials, and organizations.

SEXISM AND YOUTH. Diane Gersoni-Stavn. New York, R.R. Bowker, 1974. 468 p. index, bibliog. hard.
Collection of papers and articles dealing with sexism in socialization, education, books, and culture of children.

SEXISM IN EDUCATION. Third edition. Minneapolis, Emma Willard Task Force on Education, 1973. 86 p. bibliog. pap. $6.00.
Written by an independent group of concerned women, this collection contains fun projects, games, and quizzes for all age groups. The bibliography of books, periodicals, and films is fairly extensive.

SEXISM IN EDUCATION. Report of the task force composed of representatives of the Pennsylvania Department of Education, Pennsylvanians for Women's Rights and Pennsylvania Human Relations Commission. Harrisburg, Pennsylvania Department of Education, 1972. 69 p. bibliog. pap.
A task force appointed to eliminate sexism in education established seven sub-goals and issued this report on the concrete problems they encountered in each category: women's studies, counseling and guidance, sex-segregated classes, sexism in library and curriculum materials, basic education evaluation, teacher training and continuing education.

SEXISM IN SCHOOL: WHAT WE CAN DO. Edith Chevat and Norma Harris. Freeport, N.Y., Educational Activities, 1976. Filmstrip with cassette tape, teacher's guide. boxed.
Designed as a tool for teachers, administrators and parents, this filmstrip and guide introduces sexism and reviews studies and progress to date; strategies for positive change include materials evaluation, role reversal, role models, and consciousness raising techniques.

SEXISM IN SCHOOL AND SOCIETY. Nancy Frazier and Myra Sadker. New York, Harper & Row, 1973. 215 p. illus, bibliog. pap.
Good background reading on the failure of schools to offer equal opportunities for girls and women.

SEXISM IN SCHOOLS: A HANDBOOK FOR ACTION. Nina Rothchild. Mahtomedi, MN., 1973. 62 p. pap.
A simply written handbook for use by those concerned about sexism in their school districts. Describes the power structure of typical districts and outlines strategies for action. Concise explanation of Minnesota and Federal laws prohibiting discrimination.

STRATEGIES TO COUNTERACT SEX ROLE STEREOTYPING IN THE ELEMENTARY SCHOOL. Mountain View, CA., Televisionassociates. Videotape cassette; 30 minutes.
A range of elementary school activities are explored and new strategies to counter sex role stereotyping are investigated.

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972: SELECTED TOPICAL ANALYSIS OF SOCIAL PROBLEMS RELATED TO SEX DISCRIMINATION IN AMERICAN EDUCATION AND CONGRESSIONAL/JUDICIAL SOLUTIONS. L. Marie Parkinson. Norman, OK., University of Oklahoma Title IX Institute, 1976. 95 p.

TODAY'S CHANGING ROLES: AN APPROACH TO NON-SEXIST TEACHING. Washington, D.C., Resource Center on Sex Roles in Education, 1974. 108 p. illus, bibliog. pap.
Instructional materials and strategies for use by the teacher to assist children in exploring and understanding the ways in which sex role stereotypes have defined and limited male/female roles.

TRAINING FOR CHANGE AGENTS: A GUIDE TO THE DESIGN OF TRAINING PROGRAMS IN EDUCATION AND OTHER FIELDS. Ronald G. and Mary C. Havelock. Ann Arbor, University of Michigan Institute for Social Research, 1973. 249 p. index, bibliog. hard.
Handbook on training - the goals, the design and the implementation - with specific reference to changing educational functions and structures, professional teams and attitudinal changes.

UNDOING SEX STEREOTYPES: RESEARCH AND RESOURCES FOR EDUCATORS. Marcia Guttentag and Helen Bray. New York, McGraw-Hill, 1976. 342 p. index, bibliog. pap. $5.95.
First major field survey and intervention program for changing sex role stereotyping in children. Report of activities and their effects on the children in kindergarten, fifth and ninth grades involved in the experiment.

UNLEARNING THE LIE: SEXISM IN SCHOOL: Barbara Grizzuti Harrison. New York, William Morrow, 1974. 176 p. bibliog. pap. $2.95.
The story of one school's efforts to come to terms with sexism in education which might be used as a blueprint for action.

UNTEACHING SEXISM. Waterloo, Ont., W.O.M:E.N., n.d. 60 p. illus, binder.
Contains checklist for assessment of unconscious sex stereotyping in curriculum, resource materials, guidance, etc. This also has exercises to make children aware of the range of choices available to them.

WE CAN CHANGE IT! Susan Shargel and Irene Kane. San Francisco, Change for Children, 1974. 24 p. illus. pap.
An action book for parents and teachers on how to deal with sex role stereotyping in young children. Starting with annotated bibliography of nonsexist, nonracist materials for use by young children and adults, the authors discuss ways in which adults can intervene in day-to-day situations involving stereotyping. Suggests new methods of using traditional books.

WE'LL DO IT OURSELVES: COMBATTING SEXISM IN EDUCATION. David Rosen and Barbara Yates, eds. Lincoln, NB., Study Commission on Undergraduate Education and the Education of Teachers, 1974. 321 p. pap.
Survey of sexism and racism in education which suggests fruitful directions for the reform of undergraduate and teacher education, with special essays on women and health, child care, black women and the homosexual community; includes resource lists of materials and organizations.

WHAT ARE LITTLE GIRLS MADE OF? THE ROOTS OF FEMININE STEREOTYPES. Elena Gianini Belotti. Introduction by Margaret Mead. New York, Schocken Books, 1976. 159 p. hard. $7.95.
An account of the social and cultural influences that shape feminine/masculine behavior from the moment of birth. Although the setting is Italy, the description easily fits U.S. conditions.

A WOMAN'S PLACE. Tarrytown, N.Y., Schloat Productions, 1974. 4 filmstrips with cassettes.
This set explores images, myths about women along with a discussion of biological vs. environmental theories of sex role development; it also describes the new woman's movement. Grade level: high school, staff development.

WOMEN'S STUDIES FOR TEACHERS AND ADMINISTRATORS: A PACKET OF INSERVICE EDUCATION MATERIALS. Merle Froschl and others eds. Old Westbury, N.Y., Feminist Press, 1975. 48 p. with cassette.
Produced for teachers and administrators involved with inservice programs, this packet contains outlines to start a course on sexism in education, which in turn leads to the development of women's studies within the curriculum. Includes curriculum materials produced by teachers on women and the law, physical education, history and literature.

II

MATERIALS AND MEDIA: SOURCES AND EVALUATION

THE BLACK AMERICAN IN BOOKS FOR CHILDREN: READINGS IN RACISM. Donnarae MacCann and Gloria Woodard, eds. Metuchen, N.J., Scarecrow Press, 1972. 223 p. index, bibliog. hard.
Surveys the images of the black, women and men, in American children's literature and recommends those which are positive - all from the black perspective.

BREAKING THROUGH BARRIERS IN WORDS AND PICTURES: A HANDBOOK FOR TEACHERS ON BIASES IN INSTRUCTIONAL MATERIALS. Sherri Kroske, A. Kinsanya and Ruth A. Gudinas. Madison, WI., Madison Public Schools, 1974. 143 p. bibliog.
Textbooks, media, fiction and non-fiction, periodicals, encyclopedias, etc. are analyzed for racist and sexist ideas. Along with many excellent exercises and checklists are some incisive essays on the failure of traditional forms of education to deal with racism.

CAREER GUIDANCE MATERIALS: IMPLICATIONS FOR WOMEN'S CAREER DEVELOPMENT. Louise Vetter and others. Columbus, OH., Ohio State University Center for Vocational Education, 1974. 82 p. bibliog. pap.
This survey of career guidance materials in terms of sex role stereotyping includes input from librarians and counselors on criteria for purchase and evaluation of materials.

CAREER, SEX, RACE ANALYSIS KIT. Corvallis, OR., Gwyneth Britton Associates, 1977. 20 p. pap. $5.00.
Using a simple tally method of the major characters by race and sex, teachers and parents can document race, sex and career bias in language arts and social science curriculum materials.

CHANNELING CHILDREN: SEX STEREOTYPING IN PRIME TIME TV. Princeton, N.J., Women on Words and Images, 1975. 84 p. bibliog. pap.
An evaluation of sex role stereotyping on prime time TV, which documents how male/female relationships are depicted on television, and how it impacts on children. This booklet provides critiques of episodes from a number of popular programs and an overall summary of behaviors observed.

CLASSROOM PRACTICES IN TEACHING ENGLISH, 1976-77: RESPONSES TO SEXISM. Ouida Clapp, ed. Urbana, IL., National Council of Teachers of English, 1976. 150 p. bibliog. pap.
Developed for use in the classroom, this book contains awareness exercises, lesson units on sexism in language and literature, and an excellent resource bibliography.

DICK AND JANE AS VICTIMS: SEX STEREOTYPING IN CHILDREN'S READERS. Expanded edition. Princeton, N.J., Women on Words and Images, 1975.
_____. 1976. Slide show.
The classic study of elementary school readers which documents the stereotyping of girls and women, men and boys.

FREE TO DREAM: A STUDY OF SEX ROLE STEREOTYPING IN ELEMENTARY CAREER AWARENESS BOOKS. Peoria, IL., Peoria NOW Education Task Force, 1974. 74 p. bibliog. pap.
A group of parents evaluated 157 elementary career awareness books and concluded they were sexist. The parents recommended the elimination of sex role stereotyping from these materials, and a critical and informed review for sexism of each book purchased.

FREE TO READ. New Brunswick, N.J., Training Institute for Sex Desegregation of the Public Schools, 1976. Slides in Kodak carousel and script.
This is a colorful slide show highlighting nonsexist, nonracist picture books for ages 3-9, useful for senior high school, staff development.

GUIDELINES FOR CREATING POSITIVE SEXUAL AND RACIAL IMAGES. Adapted from Guidelines developed by Macmillan. Harrisburg, Pennsylvania Department of Education, 1975. 84 p. pap.
Guidelines to help authors, artists and editors of textbooks cope with problems arising from newly-raised consciousness vis-a-vis racial and sexual discrimination. Applicable to all grade levels and useful for teachers.

HELP WANTED: SEXISM IN CAREER EDUCATION MATERIALS. Princeton, N.J., Women on Words and Images, 1975. 57 p. pap.
_____. 1976. Slide show. 20 minutes.
This pamphlet illustrates patterns of bias found in over eighty randomly selected career education materials at both elementary and secondary levels. The latter section includes a checklist to aid teachers and counselors in detecting and combatting sexism, along with a bibliography and resource lists.

HUMAN (AND ANTI-HUMAN) VALUES IN CHILDREN'S BOOKS: A CONTENT RATING INSTRUMENT FOR EDUCATORS AND CONCERNED PARENTS. New York, Council on Interracial Books for Children, 1976. 280 p. pap.
This volume reviews 235 children's books not only for racism and sexism, but extends analysis to other closely-related sets of values, such as elitism, individualism, and materialism. A rating instrument follows each critique, which records both positive and negative aspects, and provides a useful evaluation instrument.

IMAGES OF MALES AND FEMALES IN ELEMENTARY SCHOOL TEXTBOOKS. Lenore Weitzman and Diane Rizzo. Davis, CA., University of California at Davis, 1972. Slide show: 3 carousels, reel-to-reel tapes, cassettes.
This classic analysis of elementary school textbooks shows that women and minorities become increasingly invisible as grade level increases, and that both women and girls are usually shown in stereotyped roles.

IMAGES OF WOMEN: A BIBLIOGRAPHY OF FEMINIST RESOURCES FOR PENNSYLVANIA SCHOOLS. Harrisburg, Pennsylvania Department of Education, 1973. 46 p. pap.
This annotated bibliography is organized by subject and grade level and includes two reference sections: Resources and Bibliographies on sex role stereotyping, and Periodicals dealing with sexism in print materials. The ALA Standards are used for the evaluations, supplemented by Guidelines developed by the Task Force (Appendix). A small section critiques audio-visual materials.

RACISM IN CAREER EDUCATION MATERIALS: HOW TO DETECT IT AND HOW TO COUNTERACT ITS EFFECTS IN THE CLASSROOM. New York, Racism and Sexism Resource Center for Educators, Council for Interracial Books for Children, 1975. 32 p. bibliog.
Although specifically designed as a guide for counteracting racism in career education materials, its usefulness is not limited to this area. It includes a checklist for detecting racism and strategies to counter it. This booklet differs from most such works because it recommends a fundamental understanding of institutional patterns of racism and advocates an active anti-racist approach.

REVIEWING CURRICULUM FOR SEXISM. Albany, N.Y., State Education Department, Division of Curriculum Development, 1975. 88 p. illus, bibliog.
This book outlines procedures employed by the New York Education Department to examine publications for sexism. It suggests ways of utilizing biased materials, provides exercises for use in all grades, and includes publishers guidelines.

SEX ROLE STEREOTYPING IN PRIME TIME TV. New York, The United Methodist Women's Television Monitoring Project, 1976. 32 p. pap.
Survey and research of sex bias in TV programming of both adult and family viewing programs on the three main networks, it includes a character analysis checklist and list of programs monitored.

SEXISM IN AWARD-WINNING PICTURE BOOKS. Suzanne Czaplinski. Pittsburgh, KNOW, 1972. 85 p. pap.
This pamphlet reviews articles on sexism in picture books, as well as psychological literature on sex stereotypes, and examines popular children's picture books for sexism. The author concludes that there has been an increase of sexism in children's books in the 60's and 70's.

STARTING OUT RIGHT: CHOOSING BOOKS ABOUT BLACK PEOPLE FOR YOUNG CHILDREN, PRE-SCHOOL THROUGH THIRD GRADE. Bettye I. Latimer, ed. Madison, Wisconsin Department of Public Instruction, 1972. 95 p. bibliog. pap.
This book offers guidelines and rationale for examining children's books which deal with blacks; annotated bibliography of recommended and not recommended books follows.

STEREOTYPES, DISTORTIONS AND OMISSIONS IN U.S. HISTORY TEXTBOOKS. New York, Council on Interracial Books for Children, 1977. 143 p. bibliog. pap. $7.95.
This resource book goes beyond the usual character-count approach to an analysis of racism and sexism in textbooks using passages from widely-used history texts to show what is right, wrong, or missing from these passages. It suggests new references for further reading and includes checklists.

TEACHING ABOUT WOMEN IN THE SOCIAL STUDIES: CONCEPTS, METHODS AND MATERIALS. Jean Dresden Grambs, ed. Arlington, VA., National Council for the Social Studies, 1976. 117 p. illus, bibliog. pap.
This book introduces a conceptual curriculum for women's studies in U.S. and world history and provides questionnaires to identify and clarify sexist values. Sections to sensitize students and teachers to the use of language and an excellent annotated resource list are included.

TEAR OPEN THE BOXES. Detroit, Program Resources, 1977. One filmstrip with tape cassette.
Uses television commercials, ads, and box covers to show how toys are geared to one sex or the other to foster stereotyped notions of sex roles. Grade level: 3-8.

UNLEARNING "INDIAN" STEREOTYPES: A TEACHING UNIT FOR ELEMENTARY TEACHERS AND CHILDREN'S LIBRARIANS. New York, Racism and Sexism Resource Center for Educators, Council for Interracial Books for Children, 1977. Filmstrip with book.
Study of racist stereotyping in children's books from a Native American perspective; suggested classroom activities concentrate on destroying the stereotyped image of the Indian and building up one based on reality and humanity.

WITHOUT BIAS: A GUIDEBOOK FOR NONDISCRIMINATORY COMMUNICATION. Judy Pickens and others. San Francisco, Association of Business Communicators, 1977. 77 p. illus, bibliog.
Guidelines to assist communicators to eliminate sexism, racism and other forms of discriminations from their presentations, both written and visual.

YOU WON'T DO: WHAT TEXTBOOKS ON U.S. GOVERNMENT TEACH HIGH SCHOOL GIRLS. Jennifer S. McLeod and Sandra T. Silverman. Pittsburgh, KNOW, 1973. 109 p. illus, bibliog. pap.
Emphasizing the effects of the negative message that high school history, civics, and political science books convey to young women, the authors recommend changes for the new texts and suggest what can be done until these are written.

III

AFFIRMATIVE ACTION

COMBATING DISCRIMINATION IN THE SCHOOLS: LEGAL REMEDIES AND GUIDELINES. Washington, D.C., National Education Association, 1973. 32 p. pap.
Provides good summaries of major anti-discrimination laws, explains what they prohibit, who enforces them, how complaints are filed and which inequities each law seeks to remedy. Appendices include questions and answers illuminating some problems of race and sex discrimination, a directory of publications and organizations concerned with civil rights. A good set of guidelines to analyze school and classroom practices and procedures are included.

COMPLYING WITH TITLE IX: IMPLEMENTING INSTITUTIONAL SELF-EVALUATION. Martha Matthews and Shirley McCune. Washington, D. C., Resource Center on Sex Roles in Education, 1976. 141 p. pap.
This manual contains discussions of basic issues addressed by Title IX, and questions to be used in determining compliance; it provides sample checklists useful in designing and implementing self-evaluation.

A DIRECTORY OF RESOURCES FOR AFFIRMATIVE RECRUITMENT. Washington, D.C., Equal Employment Opportunity Commission, 1975. 91 p. pap.
Names and addresses of organizations for female and minority recruitment were compiled for use by employers seeking to expand recruitment resources on the premise that it is important to develop and maintain contacts with a broad range of organizations. Includes directories and professional rosters as well as organizational referral sources, both local and national.

ELIMINATING SEXISM IN PUBLIC SCHOOLS: A WORKBOOK FOR ACTION. Newark, N.J., Education Law Center, 1976. 58 p. pap. $1.50.
Written primarily as an information-gathering device, this book consists of two main parts: 1) summary of Title IX's legal provisions prohibiting discrimination and strategies for obtaining information on school districts: 2) checklists to determine and ensure compliance. Although portions of the second section are pertinent only to New Jersey state regulations, these checklists are an excellent guide to evaluation of affirmative action.

THE ENFORCEMENT OF FEDERAL LAWS AND REGULATIONS PROHIBITING SEX DISCRIMINATION IN EDUCATION. Norma K. Raffel. Washington, D.C., Women's Equity Action League, 1975. 107 p. pap.
Compiled as a report and recommendations for the U.S. National Commission on the Observance of International Women's Year, this booklet is a comprehensive examination of all Federal laws prohibiting sex discrimination in education. It describes some overlaps among the regulations, how they have been enforced and explains the nature of this enforcement.

EQUAL RIGHTS FOR WOMEN IN EDUCATION: A DIGEST OF FEDERAL LAWS AND REGULATIONS AFFECTING EQUAL RIGHTS FOR WOMEN IN EDUCATION. Denver, Education Commission of the States,1976. 50 p. pap. (Report, 61 rev.).

_____. A HANDBOOK OF STATE LAWS AND POLICIES AFFECTING EQUAL RIGHTS FOR WOMEN IN EDUCATION. Denver, Education Commission of the States, 1976. 55 p. pap. (Report, 97).
Summarizes all state laws prohibiting sex discrimination in education, and allows comparison between Federal and state provisions in equal educational opportunity.

_____. A RESOURCE HANDBOOK FOR POLICY MAKERS. Denver, Education Commission of the States, 1976. 122 p. (Report, 77).
Outlines the issues, resource organizations and recent state actions on equality in education, to aid educational policy makers in decision making.

_____. TITLE IX, HOW IT AFFECTS ELEMENTARY AND SECONDARY EDUCATION. Denver, Education Commission of the States, 1976. 35 p. (Report, 80).

A GUIDE FOR IMPLEMENTING TITLE IX-EDUCATIONAL AMENDMENT OF 1972. Oklahoma City, State Department of Education, 1976. 154 p. pap.
A useful guide to the implementation of Title IX, this handbook abstracts the law's components relating to curriculum, physical education, organization, counseling and employment; self-evaluation checklists are appended to each category.

IMPLEMENTING TITLE IX: A SAMPLE WORKSHOP. Shirley McCune and others. Washington, D.C., Resource Center on Sex Roles in Education, n.d. 142 p. bibliog. pap. $5.00.
Everything education personnel need to know about running a one-day workshop on Title IX. Includes step-by-step guide, summary of legislation, questions and answers, sample grievances and their resolution. Includes an annotated resource list of books and films.

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INCREASING JOB OPTIONS FOR WOMEN. Washington, D.C., U.S. Department of Labor, Women's Bureau, 1976. Slides with cassette.
Discusses barriers to women's participation in nontraditional occupations, and what steps can be taken to increase job options.

LEGAL RESPONSIBILITIES: AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT. Washington, D.C., U.S. Department of Labor, Women's Bureau, 1976. Slides with cassette.
Discusses employer's responsibilities to follow the equal opportunity laws in employment and to implement affirmative action programs.

PROGRAMS FOR EDUCATIONAL EQUITY: SCHOOLS AND AFFIRMATIVE ACTION. Washington, D.C., Department of Health, Education and Welfare, Office of Education, 1975. 56 p. pap.
This monograph explains how affirmative action came into existence and provides information vital to setting up affirmative action plans. It stresses the need for affirmative action in employment and educational programs. Appendices include sample affirmative action plans and guidelines for their evaluation.

SEX DISCRIMINATION IN ATHLETICS AND PHYSICAL EDUCATION. New York, A.C.L.U. Women's Rights Project, 1975. n.p. bibliog. pap.
Collection of regulations, implementation procedures, review of case law, and strategies for actions.

STRATEGIES FOR IMPLEMENTING TITLE IX-EDUCATIONAL AMENDMENT OF 1972. Norman, OK., University of Oklahoma Sex Discrimination Institute, n.d. 39 p. pap.
A step-by-step guide for administrators, to help them develop and implement an effective affirmative action plan; this includes remedial action in the areas of employment, counseling, physical education, etc.

TITLE IX: A CONTINUING PROCESS FOR IMPLEMENTATION. Jessie Kobayashi and others. San Mateo, CA., Trident Educational Consultants, 1976. 80 p.
Contains forms and questionnaires designed to help survey school and classroom practices, in order to implement affirmative action.

TITLE IX: IMPLEMENTING THE REGULATION. St. Cloud, MN., Human Relations Program, St. Cloud State University, 1976. Filmstrip with cassette tape. 15 minutes.
A description of the Title IX regulations and the steps a school district must take for implementation of the regulations.

TITLE IX: SELECTED RESOURCES. Washington, D.C., Resource Center on Sex Roles in Education, 1976. 10 p. bibliog. pap.
Short annotated list of articles and reports on the implementation of Title IX, with information on guidelines and policy statements issued by various state departments of education.

TITLE IX AND PHYSICAL EDUCATION: A COMPLIANCE OVERVIEW. Adapted by the Resource Center on Sex Roles in Education from Title IX of the Education Amendments of 1972: a manual on physical education and sports programs, by the American Alliance for Health, Physical Education, and Recreation. Washington, D.C., 1976. 30 p. bibliog. pap. $1.50.
This lucid explanation of the sports and physical education component of Title IX includes measures for ensuring compliance with respect to course assignments, grouping students, evaluating skills, etc. Addresses common concerns and fears vis-a-vis physical activity among females, as well as misconceptions about the law.

TITLE IX GRIEVANCE PROCEDURES. Martha Matthews and Shirley McCune. Washington, D.C., Resource Center on Sex Roles in Education, 1977. 100 p. pap.
A grievance procedure which includes checklists for participants is formulated for use within an educational framework.

WHOLE PERSON CATALOGUE FOR EDUCATORS. Lincoln, NB., The Center for Co-Equal Education, 1976. folder.
A handbook outlining procedures for complying with Title IX, it focuses on counseling, course offering, athletics, and employment, with each section followed by an outline for evaluating compliance. Also includes textbook evaluation check list and consciousness-raising activities.

IV

COUNSELING AND HUMAN RELATIONS

BECOMING A PERSON: SIMULATION GAME. Los Angeles, TeleKETICS, 1973. kit.
Designed to make players aware of sex role stereotyping, this simulation game shows how society penalizes women for choosing male sex roles; includes a framework for discussion and consciousness-raising.

BEYOND HIGH SCHOOL. Sunburst Communications, 1977. 2 filmstrips with tape cassettes.
Nonsexist career set on alternative careers which do not require a college degree. It includes a boy who is a dancer, a girl interested in animals, a boy who becomes a clerk, and others. Grade level: 7-12.

COMMUNITY CAREERING: A CAREER EDUCATION GAMEBOOK. Moravia, N.Y., Chronicle Guidance Publications, 1974. 60 p. illus, index. pap.
A career education guide for the elementary grades, this gamebook encourages children to think about the people in their community and the work they do.

COUNSELING GIRLS AND WOMEN OVER THE LIFE SPAN. Esther E. Matthews. Washington, D.C., National Vocational Guidance Association, 1972. 96 p. illus, bibliog. pap.
Surveys life stages of girls and women, and advocates a new understanding of a woman's needs over the life span, based on continuing education, changing roles, and a widening of career options.

THE COUNSELOR AND THE FEMININE PROTEST. Ann Arbor, University of Michigan, 1971.
Exercises for counselors, including role playing as well as essays which reflect changes in attitudes toward female and male roles that counselors should incorporate into their approach to guidance.

DEVELOPMENT OF CAREER AWARENESS IN YOUNG CHILDREN. Aimee Dorr Leifer and Gerald S. Lesser. Washington, D.C., National Institute of Education, 1976. 72 p. illus, bibliog. pap. (NIE Papers in Education and Work, 1).
After an evaluation of career awareness curricula for young children, the authors make recommendations on how to increase an awareness of non-traditional occupations.

DIRECTORY OF WOMEN IN NON-TRADITIONAL JOBS. Somerville, N.J., Women's Rights Task Force on Education of New Jersey N.O.W., 1976. 16 p. pap.
This slim volume lists women occupying "men's jobs" who are available to speak in schools about their work, thereby providing role models.

EXPANDING CAREER AWARENESS. Paoli, PA., Instructo McGraw-Hill, 1976. kit.

Self-instructional learning center to initiate career awareness for grades 4-6.

EXPLORING CAREERS: SIXTEEN DIFFERENT STUDENT ACTIVITIES. John J. Masci. New York, Educational Design, 1974. Teacher's manual and duplicator sheets. book.
This workbook consists of sixteen career-related activities designed to help the student explore her/his potential vis-a-vis different occupations.

EXPLORING SEX ROLES: A KIT FOR COUNSELORS. Vancouver, B.C., Commission on Status of Women, 1976.
A small collection of interesting exercises put together to help counselors to compensate for the lack of instructional materials on the changing role of women in society. Although directed towards girls and young women, its usefulness is not limited to females.

FACILITATING CAREER DEVELOPMENT FOR GIRLS AND WOMEN. Washington, D.C., National Vocational Guidance Association, 1975. 112 p. bibliog. pap.
The result of a workshop on career development for women, this monograph underscores the responsibility counselors must assume in facilitating changes in vocational guidance.

THE FAMILY IN TRANSITION: Program 3 of the Family Life Series. New York, Butterick Publications, 1976. 6 filmstrips and tape cassettes; 10 minutes each.
Three segments with lessons and teacher's guide on divorce, aging, and new lifestyles. An excellent exploration of new lifestyles, the role of women, problems of aging. Grade level: 8-12, and staff development.

INTRODUCTION TO FAMILY LIFE AND SEX EDUCATION. Rose M. Somerville. Englewood Cliffs, N.J., Prentice-Hall, 1972. 393 p. illus, index, bibliog. pap.
Discusses sex roles within the family, how they are changing and affecting the structure of family and marriage; includes exercises and materials for discussion, values clarification and determining standards.

NEW CAREER OPTIONS FOR WOMEN. Helen S. Farmer and Thomas E. Backer. New York, Human Sciences Press, 1977. 2 vols. 1, A counselor's sourcebook; 2, A selected annotated bibliography.
Surveys recent advances in counseling and provides up-to-date information about women's participation in the labor market and about current education and training opportunities; includes annotated materials and media for use with students.

PEOPLE AT WORK: A NON-SEXIST APPROACH. Paoli, PA., Instructo Corp., n.d. 24 photos.
Twenty-four photos of people at work for use with young children to stimulate thinking about men, women, and jobs.

PLANNING FOR FREE LIVES: CURRICULUM MATERIALS FOR COMBATTING SEX STEREOTYPING IN HOME ECONOMICS, FAMILY LIVING, AND CAREER AWARENESS. Feminists Northwest. Seattle, WA., 1975. 38 p. illus, bibliog. pap.
This collection of awareness activities is designed to assist students, parents, and teachers to become aware of their attitudes, goals and behaviors, and to be able to recognize and combat sex role stereotyping; excellent resource with activities for counselors.

SEX DISCRIMINATION AWARENESS PROGRAM: INTRODUCTORY KIT. Science Research Associates, 1976. 1 filmstrip with cassette.
An introduction to an extensive unit on sex discrimination in employment, the kit includes booklets, exercise sheets, cassette and filmstrip. Adult level.

SEX FAIRNESS IN CAREER GUIDANCE. Cambridge, MA., Abt Associates, 1975.
Made up of written materials, activity sheets, cards, and cassette tapes, this kit would provide ample material for an In-Service or an on-going course in the revision of guidance programs.

SEX ROLE STEREOTYPING: IMPLICATIONS FOR THE HUMAN SERVICES. Minneapolis, Minnesota Resource Center for Social Work Education, 1973. 118 p. illus, bibliog. pap.
Teaching unit designed for use in in-service training for human service practitioners/students which contains exercises, attitude questionnaires, role playing, and annotated bibliography.

STAFF AWARENESS: RACIAL, SOCIOECONOMIC, SEX STEREOTYPES LIMIT CAREER POTENTIAL. Columbus, OH., Center for Vocational Education, Ohio State University, 1975. 175 p. illus, bibliog.
Divided into 4 parts: Rationale and research base; Administrator's guide; Guide for local study; Staff training; this book includes questionnaires, forms and a series of exercises to make people more open to awareness of sex role stereotypes. Excellent discussion of the Pygmalion effect.

STRUCTURED GROUPS FOR FACILITATING DEVELOPMENT. David J. Drum and J. Eugene Knott. New York, Human Sciences Press, 1977. 284 p. bibliog. hard.
Discusses innovative group techniques, with special sections for women, and provides an overview of structured group approaches to the development of individual skills, the handling of life themes and life transitions. Useful for in-service programs for guidance counselors.

TRAINING THE WOMAN TO KNOW HER PLACE: THE SOCIAL ANTECEDENTS OF WOMEN IN THE WORLD OF WORK. Sandra L. and Daryl J. Bem. Harrisburg, PA., Pennsylvania Department of Education, 1973. 24 p. bibliog. pap.

This excellent essay delineates the social forces which shape and keep women in their place in society; ends with a call for guidance counselors to encourage questioning of the female role.

TEEN SEXUALITY. Northfield, IL., Perennial Education. 16 mm. film. 29 minutes.

Discussion of sexuality, including such topics as moral values, birth control, myths and sex, and problem areas like pornography and homosexuality, all discussed in a coeducational setting.